

PENN COLLEGE
DUAL 
ENROLLMENT

 **SECONDARY EDUCATOR
HANDBOOK**

**FUTURE MADE
BY HAND**



THANK YOU

for serving as a secondary educator with Penn College Dual Enrollment.

Penn College Dual Enrollment features Pennsylvania College of Technology courses taught by approved secondary teachers in schools or career and technology centers (CTCs).

Penn College works with approximately 60 partners across Pennsylvania. Each year, thousands of students earn credits that can be used towards achieving their postsecondary education goals.

Penn College Dual Enrollment offers both technical and general education coursework, but the majority of courses are specific to technical and/or program areas. All courses apply to at least one of the College's degree programs, and many apply to several. School districts and CTCs sign a memorandum of understanding with the College and are billed on a sliding scale based on the number of courses the partner offers each year. Through the program, students earn credits and official transcripts from the Pennsylvania College of Technology.

Initially, students were required to pay as much as \$60 per credit for Penn College Dual Enrollment courses. In 2014, the College **eliminated the tuition cost for all students**. As a result, enrollment in the program increased by almost 40% in the first tuition-free year. In addition, all of the program's secondary partners are required to have the means to pay for books and materials for students who qualify for the program but cannot afford these items.

By removing the financial barriers to postsecondary education, we are increasing our students' likelihood of postsecondary enrollment and success after graduation. This mission, encouraged and supported by the Pennsylvania College of Technology, is a core value of Penn College Dual Enrollment.

As a secondary educator, your work is vital to our program. We appreciate the time and energy you commit to your students and to Penn College Dual Enrollment. We hope that this document serves as a resource to you. If you ever have questions or concerns, please reach out to us.

Secondary Partnerships

570.320.5228

secondarypartnerships@pct.edu

TABLE OF CONTENTS

HOW DO YOUR STUDENTS BENEFIT FROM PENN COLLEGE DUAL ENROLLMENT?	2
SECONDARY TEACHER RESPONSIBILITIES	3
FACULTY LIAISON RESPONSIBILITIES	5
POINT OF CONTACT (POC) RESPONSIBILITIES	7
NEW SECONDARY TEACHER ASSESSMENT PROCESS	9
PROFESSIONAL DEVELOPMENT PROTOCOL	10
STUDENT ELIGIBILITY	11
STUDENT ENROLLMENT PROCESS	12
SCHOLARSHIPS	13
TECHNICAL SUPPORT	15
PROGRAM SUPPORT	15
"INACTIVE" STATUS	15
COURSE STRUCTURE	16
GRADING	17
ACADEMIC DISHONESTY	18
ACCEPTABLE USE OF TECHNOLOGY	19
COURSE DROPS/WITHDRAWALS	20
DISCIPLINARY WITHDRAWAL	20
FOR STUDENTS: ACCESSING PENN COLLEGE DUAL ENROLLMENT GRADE(S)	21
FOR STUDENTS: REQUESTING YOUR PENNSYLVANIA COLLEGE OF TECHNOLOGY TRANSCRIPT	21

How do your students benefit from Penn College Dual Enrollment?



TIME AND MONEY

Having earned college credit in high school, participating students can either ease their workload by taking fewer courses in a semester once at college or completing their chosen degree more quickly. In addition, since **tuition is free** for Penn College Dual Enrollment courses, students save money by taking fewer courses to complete their chosen degree. At Penn College, students only pay for the number of credits they take; that means that every Penn College Dual Enrollment credit earned in high school is like a **scholarship** to Penn College, and that adds up. Earning credits in a Penn College Dual Enrollment class saves a portion of the tuition costs at Penn College! They can also transfer their credits to a different institution.



POSTSECONDARY SUCCESS

Students who successfully complete college coursework while in high school are more likely to complete their chosen degree and graduate from college on time.



CONFIDENCE

Students gain experience with rigorous college coursework in a supportive and familiar setting—their high school or CTC. They learn that they **can** be successful at the next level!



CONNECTION

Our Penn College Dual Enrollment classrooms connect students to the “college experience.” They visit Penn College’s campus, tour the facilities, become familiar with college-level services and resources, and interact with our Penn College faculty and students.

EXPERIENCE ACQUIRED

Penn College Dual Enrollment secondary teachers facilitate Pennsylvania College of Technology courses at their high school or CTC. Faculty liaisons assist and provide materials, ensuring that the learning objectives and student outcomes are consistent with College standards. To qualify, teachers must meet Penn College adjunct standards for their course. Potential teachers must be assessed and approved by both the faculty liaison and the academic school dean, who evaluate the interest, credentials (postsecondary transcripts, relevant certifications, and resume), and facilities for each potential teacher. Once approved, teachers must attend yearly professional development in order to remain qualified to teach with the program.

Penn College Dual Enrollment secondary teachers perform the following duties:

- ◇ Participate in required professional development every year. PD is hosted in-person on campus every third year.
 - ◇ Course-specific professional development for each Penn College Dual Enrollment course taught (conducted by faculty liaison).
 - ◇ Penn College Dual Enrollment program updates (administered through the P.L.A.T.O. course management system).
 - ◇ Mandatory program orientation for *new teachers in their first year only*.
- ◇ Assist the Point of Contact (POC) in marketing Penn College Dual Enrollment courses to appropriate students.
- ◇ Verify students’ registration and course enrollment (**via confirmation of course roster**).
 - ◇ *Note: POCs coordinate student enrollment at the high school/CTC, but teachers must verify that the correct students are enrolled in each course.*
- ◇ Work with faculty liaison and POC to ensure that all enrolled students have the appropriate books and materials/equipment for the course.
 - ◇ *Note: if a student is unable to purchase required books/materials, the district/CTC is required to provide those materials to the student. Contact the POC for additional information.*

SECONDARY TEACHER RESPONSIBILITIES

SECONDARY TEACHER RESPONSIBILITIES

continued

- ◇ Use P.L.A.T.O. course management software or other learning software to facilitate the course as required by the faculty liaison.
- ◇ Work with their Penn College faculty liaison to understand the syllabus and course requirements and agree on grading responsibilities for assignments and tests.
 - ◇ Secondary teachers may not reduce, modify, or otherwise diminish any graded items for the Penn College Dual Enrollment course.
 - ◇ All enrolled students must take the Penn College final exam for every course.
 - ◇ Follow all Penn College grade reporting procedures (per the faculty liaison).
- ◇ Communicate directly with their respective Penn College faculty liaison on a regular basis to assure prompt resolution of issues and concerns regarding the course.
- ◇ Ensure that academic standards, student learning objectives, and course outcomes for the Penn College Dual Enrollment course are strictly followed as outlined in the course syllabus.
- ◇ Report any withdrawals or other student issues to the POC, who then alerts Secondary Partnerships.
- ◇ Work with the faculty liaison to arrange a site visit at the high school/CTC, at a minimum of once every two years.
 - ◇ In-person visitation is preferred where possible; digital (remote) options are also suitable.
- ◇ Bring enrolled Penn College Dual Enrollment students to Penn College for an on-campus visit each year.
 - ◇ In-person visitation is preferred where possible; digital (remote) options are also suitable.
- ◇ Cooperate with their POC in collecting survey and other data requested by Penn College and Secondary Partnerships.
- ◇ Refrain from teaching a concurrent enrollment course for another postsecondary institution at the same time of day/ in the same classroom as the Penn College Dual Enrollment course.
- ◇ *Contact Secondary Partnerships at 570.320.5228 if unable to contact or otherwise communicate with the faculty liaison.*

FACULTY LIAISON RESPONSIBILITIES

Penn College faculty liaisons support secondary teachers and ensure that the Penn College Dual Enrollment course **exactly** matches the Penn College course in terms of academic standards, student learning objectives, and course outcomes. At a minimum, all enrolled students must take the College final exam.

Penn College Dual Enrollment faculty liaisons perform the following duties:

- ◇ Evaluate potential new secondary teachers' credentials (postsecondary transcripts, relevant certifications, and current resume) and facilities/materials to determine eligibility for Penn College Dual Enrollment.
 - ◇ If a high school/CTC needs materials/equipment in order to offer a course, the faculty liaison provides this information as part of the assessment.
 - ◇ Liaisons may also choose to create a plan with the potential teacher (with an identified start and end date) to address any issues and re-evaluate the teacher after the plan is completed.
 - ◇ New teachers must meet the standards for adjunct faculty in that department.
- ◇ Educate secondary teachers regarding course content and procedures, in part through **required** yearly professional development.
 - ◇ Yearly professional development is a requirement for every secondary teacher, every year.
- ◇ Provide secondary teachers with course materials.
 - ◇ Items include, but are not limited to: syllabi, text information, supplies or equipment lists, sample tests, quizzes, and laboratory exercises.
 - ◇ All enrolled students take the College final exam.
- ◇ Maintain regular (monthly) contact with secondary teachers.
 - ◇ Assist secondary teachers with P.L.A.T.O. when necessary.
 - ◇ Ensure that teachers make adequate progress through the school year.
 - ◇ Monitor grading practices and submissions.

FACULTY LIAISON RESPONSIBILITIES

continued

- ◇ Report the final grades via the Faculty Portal (as for on-campus sections).
- ◇ Provide course updates and curriculum changes in a timely manner to secondary teachers and Secondary Partnerships.
- ◇ Visit each class at a **minimum** of once every two years.
 - ◇ In-person visitation is preferred where possible; digital (remote) options are also suitable.
 - ◇ Secondary Partnerships will secure Penn College vehicles and provide hotel accommodations where necessary.
- ◇ Participate in and provide assistance to Secondary Partnerships staff relating to special activities for Penn College Dual Enrollment students (e.g. visits, content-specific events).
- ◇ *Contact the Secondary Partnerships office at 570.320.5228 if unable to contact the secondary teacher.*

POINT OF CONTACT (POC) RESPONSIBILITIES

At each partner facility, points of contact (POCs) serve as the primary connection between Penn College Dual Enrollment and the teachers, administration, and students at the partner site. POCs may be administrators, counselors, curriculum supervisors, postsecondary program coordinators, etc. Secondary teachers cannot serve as a POC. The POC is responsible for facilitating Penn College Dual Enrollment at the high school or CTC.

The POC performs the following duties:

- ◇ Inform the school district/CTC community about Penn College Dual Enrollment and its benefits for students.
- ◇ Work with administration, school counselors, and faculty to identify potential Penn College Dual Enrollment courses (1) that teachers are willing and may be qualified to teach, (2) for which equipment and laboratory space meet College requirements, and (3) in which there is interest among students.
- ◇ Upon request, identify desired courses and provide potential teacher credentials (updated resume, postsecondary transcripts, teaching/industry certifications) to Secondary Partnerships, according to set deadlines.
 - ◇ *Note: failure to submit information by the posted deadlines may lead to the inability to facilitate desired courses.*
- ◇ Plan and coordinate the student enrollment process (including recruitment, application, student qualification and placement testing [where applicable], and course assignment) with the Secondary Partnerships office.
- ◇ Establish criteria for student “financial hardship” (e.g., free/reduced lunch status, knowledge of job loss, or other hardship) and ensure that the partner facility incurs the cost of required texts/materials/equipment for qualified students.
 - ◇ *Note: if an academically qualified student is unable to purchase required books/materials, the district/CTC is required to provide those materials to the student. Contact Secondary Partnerships for additional information.*
- ◇ Coordinate the purchase of College-approved textbooks, instructional supplies, materials and tools.

POINT OF CONTACT (POC) RESPONSIBILITIES

continued

- ◇ List Penn College Dual Enrollment courses in yearly scheduling documents and on the district/CTC website.
 - ◇ Courses must have the same name and course number as designated in the Penn College Dual Enrollment Course Description Booklet for the current year.
 - ◇ Place Penn College Dual Enrollment logo and link to site on school/CTC webpage where scheduling materials are posted for students.
- ◇ Attend Partners' Meetings twice yearly (fall and spring), and report back to school/CTC staff and community.
 - ◇ In-person attendance is preferred where possible; digital (remote) options are also suitable.
- ◇ Facilitate one yearly on-campus visit for all enrolled Penn College Dual Enrollment students.
- ◇ Address student issues related to Penn College Dual Enrollment, informing Secondary Partnerships team as needed, especially related to student enrollment and withdrawals.
- ◇ Report to Secondary Partnerships as soon as they become aware of issues that may prevent a given course instructor from completing all course responsibilities.

NEW SECONDARY TEACHER ASSESSMENT PROCESS

ASSISTANT DIRECTOR OF SECONDARY PARTNERSHIPS DISTRIBUTES COURSE GUIDE TO POINTS OF CONTACT (POC)

New course offerings depend on faculty liaison availability each academic year. Additional teacher/facility requirements indicated; see also Courses and Requirements.

POC/ADMINISTRATION IDENTIFY POTENTIAL NEW COURSES/TEACHERS

Based on teacher enthusiasm/experience, student demand/interest, facility conditions, etc.

POC IDENTIFIES POTENTIAL NEW COURSES/TEACHERS TO ASSISTANT DIRECTOR OF SECONDARY PARTNERSHIPS

Potential courses/teachers received after deadline are not guaranteed assessment. Assistant Director of Secondary Partnerships tracks all new courses at all partner sites.

FACULTY LIAISON COMPLETES AND RETURNS NEW TEACHER ASSESSMENT

Faculty liaison ensures that secondary teacher meets qualification as an adjunct in that program area. Faculty liaison contacts potential teacher to explain responsibilities, briefly review content, clarify information, evaluate required equipment/material availability, and gauge teacher interest.

COORDINATOR OF SECONDARY PARTNERSHIP OPERATIONS COLLECTS SECONDARY TEACHER CREDENTIALS

Potential New Secondary Teacher Profile contains: updated resume, postsecondary transcripts (unofficial accepted), and all relevant certifications held (state teaching/vocational and industry). Incomplete teacher profiles moved to successive year if received after deadline. **(Only complete profiles** are sent to faculty liaisons for assessment.)

APPROVED

Assessment and profile sent to academic school dean for final approval; teacher hired as "non-employee."

APPROVED WITH PLAN

Liaison creates plan for approval. (i.e., additional education, purchase of required materials, etc.)

DECLINED

Decline letter sent to POC and teacher. May be reassessed in subsequent year.

APPROVED TEACHERS ADDED TO PROFESSIONAL DEVELOPMENT LIST

Must attend professional development prior to teaching in the next school year.

PROFESSIONAL DEVELOPMENT PROTOCOL

If a secondary teacher cannot attend professional development due to an educational conflict (such as NOCTI, Keystone exams or other school/CTC sponsored event), every effort will be made to reschedule.

Additional activities can include training on Penn College resources and/or P.L.A.T.O. (course management) software, displays/demonstrations of student work, interaction with on-campus students enrolled in related coursework, course/lab observations, tours, or other related topics.

To maintain eligibility to teach with Penn College Dual Enrollment, all secondary teachers must participate in yearly professional development for all courses by posted deadlines.

- ◇ Secondary Partnerships hosts professional development each year and communicates with secondary teachers and points of contact to facilitate registration.
- ◇ Generally, professional development consists of the following:
 - ◇ Course-specific professional development for each Penn College Dual Enrollment course taught (conducted by faculty liaison).
 - ◇ Penn College Dual Enrollment program updates.
 - ◇ Mandatory program orientation *for new teachers in their first year only*.
- ◇ If a secondary teacher does not complete all components of professional development by the due date provided in the Master Calendar, the teacher will be identified as **“inactive”** and may not teach that course(s) for that school year, per the memorandum of understanding (see pg. 15 for additional information about “inactive” status).
 - ◇ The secondary teacher regains eligibility by attending professional development for the following school year.
 - ◇ Extenuating circumstances (such as extended illness) will be considered on a case-by-case basis.

Professional development includes discipline-specific training and orientation regarding, but not limited to:

- ◇ Course curriculum and materials (syllabus, texts, equipment, software, other required/suggested items or resources).
- ◇ Course structure within existing secondary curriculum.
- ◇ Assessment criteria (rubrics, grading scale, quizzes/exams/projects/competencies).
- ◇ Course objectives and student outcomes (must remain identical at partner site).

In order to be eligible for Penn College Dual Enrollment courses, students must attend one of our partner high schools or CTCs (see complete list of partners at pct.edu/dual-enrollment) and must:

- ◇ Be a student in grades 11 or 12.
 - Only the courses below allow 10th grade students:*
 - ◇ BCT103: Construction Hand and Power Tools
 - ◇ CAD122: 3D Parametric Modeling
 - ◇ CHM100: Fundamentals of Chemistry
 - ◇ DSM119: Fuel Systems
 - ◇ DSM141: Heavy Duty Brake Systems
 - ◇ EET124: Engineering, Technology, and Society
 - ◇ HIS116: World History I
 - ◇ HIS126: World History II
 - ◇ HIS136: United States Survey to 1877
 - ◇ HIS146: United States Survey from 1877 to Present
 - ◇ MGT105: Introduction to Business
 - ◇ MTR100: Medical Terminology Survey
 - ◇ PPT116: The Plastics Industry
 - ◇ WEL119: Shielded Metal Arc Welding
 - The courses below are only open to 12th grade students:*
 - ◇ ENL111: English Composition I
 - ◇ MTH123: Technical Algebra and Trigonometry I
- ◇ Complete the free Penn College Dual Enrollment application through their high school or CTC (see POC).
- ◇ Meet posted academic qualifications, to include GPA requirements, and mathematics placement testing.
 - ◇ Course-specific eligibility requirements are provided to the POC and can be found in the Courses and Requirements document, located on our website at pct.edu/dual-enrollment under “Secondary Partner Resources.”

STUDENT ELIGIBILITY

STUDENT ENROLLMENT PROCESS

The student enrollment schedule is flexible and determined by the Point of Contact (POC). Once the schedule is defined, the POC provides the timeline to Penn College Dual Enrollment staff. This includes the deadlines for applying, testing (only required for CIT160, EET145, ENL111, MTH123), course assignments, and final enrollment. Here's how the process unfolds.

APPLY

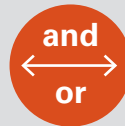
All students complete Penn College Dual Enrollment online application

POC tracks and informs PCDE when all students have applied via the Penn College admissions process. PCDE provides applicant report to POC.

QUALIFY

POC confirms student eligibility

- ◆ Refer to Courses and Requirements document for GPA criteria.
- ◆ POC checks GPA criteria for each student applicant and confirms student eligibility on report.



Students take placement test(s)

- ◆ CIT160, EET145, MTH123 only: Penn College official math placement test required.
- ◆ ENL111 only: Penn College official English Placement Test required.
- ◆ Students may retest one time (per test), unless indicated otherwise.
- ◆ PCDE provides score report (spreadsheet).

ASSIGN

POC completes course assignments for eligible students

POC uses report (spreadsheet) to assign eligible students to the course(s) they will be taking.

PCDE schedules each student into assigned course(s) in PCT system and sends master student list to Bursar Office.

CONFIRM

PCDE sends confirmation email to POC, secondary teachers, faculty liaisons

Registration complete. PCDE provides POC with registered students' Penn College network letters to distribute to students.

POC CONFIRMS STUDENT AND COURSE ENROLLMENT
INFORMS PCDE IMMEDIATELY OF DISCREPANCIES.

Penn College Dual Enrollment students who plan to attend Penn College after graduation are eligible for Penn College Dual Enrollment scholarships in the amounts of **\$1,000** (10 available) and **\$4,000** (one available, renewable up to four years).

Successful applicants must meet the following minimum qualifications:

- ◆ Submit Penn College scholarship application.
- ◆ Enroll in Penn College as a full-time freshman student, for the fall semester after high school graduation.
- ◆ As an enrolled student at Penn College, maintain a 2.5 (minimum) cumulative GPA.

The selection committee also:

Considers secondary teacher/counselor recommendations.

Considers the Estimated Family Contribution (EFC) for each applicant.

Penn College Dual Enrollment is proud to partner with the First Community Foundation Partnership of PA to offer an additional scholarship in the amount of **\$3,000**, sponsored by the Ben Franklin Trust Fund.

Successful applicants must meet the following minimum qualifications:

- ◆ Currently enrolled (as a high school student) in a career and technical education program located in Bradford, Clinton, Lycoming, Potter, Sullivan, or Tioga county.
- ◆ Possess a high school cumulative GPA of a "B" or higher.
- ◆ Submit the essay within the Penn College Scholarship Application.
- ◆ Enroll in Penn College as a full-time student in the fall semester after high school graduation.

continued

In addition, Penn College is proud to offer the Career & Technical Education Student Scholarship, which is a **\$2,000** yearly renewable award.

Successful applicants must meet the following minimum qualifications:

- ◇ Be a Pennsylvania resident.
- ◇ Enroll as a first-time, full-time student.
- ◇ Have completed a minimum of one year (or 360 hours) in a Pennsylvania Department of Education approved Career and Technical Education (CTE) program.
- ◇ Earn a 2.0 cumulative GPA for all CTE completed coursework.
- ◇ Submit the Penn College Scholarship Application.
- ◇ Submit final, official CTC/CTE transcript to the Admissions Office.

Students must complete the following steps **by April 1 of their senior year** in order to be considered for any of the above scholarships:

- ◇ Complete an application to Penn College for enrollment.
- ◇ Meet College placement requirements.
- ◇ Confirm intent to enroll and make the tuition deposit.
- ◇ Complete the Penn College Scholarship Application.
 - ◇ Students should write the brief essay included in the application.
 - ◇ Note that one application puts a student in the running for every scholarship (including, but not limited to, all scholarships above).
- ◇ Complete the Free Application for Federal Student Aid (FAFSA).

— ◇ **Both teachers and students** can contact Information Technology Services by calling IT Services at 570.329.4848 (M–F, 8 a.m.–4:30 p.m.; closes at 1 p.m. on summer Fridays) for technical support issues such as:

- ◇ Username retrieval
- ◇ Password reset

- ◇ For questions regarding P.L.A.T.O., please contact your faculty liaison.
- ◇ For questions regarding student enrollment, timeline, potential new courses, or other site-level inquiries, please speak with your administrator or your site’s point of contact (POC).
- ◇ For questions regarding course content, required/recommended materials/texts, or P.L.A.T.O., please speak with the faculty liaison for the Penn College Dual Enrollment course.
- ◇ For questions related to professional development or other program requirements, or if you have difficulty contacting your faculty liaison, please contact Penn College Dual Enrollment program staff at 570.320.8003 or email:

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- ◇ A secondary teacher achieves “inactive” status for one academic year when one of the following occurs:
 - ◇ The teacher does not attend required yearly professional development for a Penn College Dual Enrollment course.
 - ◇ Fifty percent (50%) or more of the enrolled students in a teacher’s Penn College Dual Enrollment section are withdrawn or fail for two consecutive academic years.
- ◇ A secondary teacher whose status is “inactive” may not offer Penn College Dual Enrollment courses for one full academic year and must meet minimum program requirements set forth in the memorandum of understanding and/or via an individualized action plan in order to regain active status.

COURSE STRUCTURE

- ◇ Secondary teachers may offer Penn College Dual Enrollment courses in one of three formats: fall-only, spring-only, or year-long.
 - ◇ Work with the faculty liaison and POC to determine the appropriate structure.
- ◇ While teachers may actively teach coursework for other postsecondary institutions for dual credit, **they may not teach coursework for other institutions in the same classroom/at the same time as the Penn College Dual Enrollment course(s).**
- ◇ Penn College Dual Enrollment courses may be taught to mixed groups of qualified and unqualified students **except in the following cases:**
 - ◇ **MTH123, ENL111 and SOC111**, which may only be taught to homogeneous groups of qualified students.
 - ◇ **HIS116 and HIS126**, which may only be taught to qualified students unless taught concurrently with AP World History.
 - ◇ **HIS136 and HIS146**, which may only be taught to qualified students unless taught concurrently with AP United States History.
 - ◇ **PSC131**, which may only be taught to qualified students unless taught concurrently with AP United States Government and Politics.
 - ◇ **PSY111**, which may only be taught to qualified students unless taught concurrently with AP Psychology.

GRADING

- ◇ **Penn College Dual Enrollment courses are Pennsylvania College of Technology courses** that are offered to high school students. It is expected that high school/CTC sections match on-campus student sections in terms of grading scales/standards, student learning objectives, and course outcomes.
- ◇ **The final exam for the Penn College Dual Enrollment course is the same final used at Penn College for that course.**
 - ◇ Secondary teachers can add things like homework and participation to high school/CTC grades (on a report card, for instance) which are not included in a Penn College Dual Enrollment course grade. It is expected that the school/CTC grade may be different than the Penn College Dual Enrollment final course grade (which can only be made up of exams, projects, etc. that are listed on the Penn College course syllabus).
- ◇ Likely, students will earn **two different grades for every Penn College Dual Enrollment course:** the high school/CTC course grade and the Penn College Dual Enrollment grade (comprised only of items from the Penn College syllabus for that course), which is reported on a student's Penn College transcript.
- ◇ Penn College Dual Enrollment courses and credits will appear on an official Penn College transcript. **Every Penn College Dual Enrollment course counts toward at least one Penn College degree.** Should a student choose not to attend Penn College after graduation, they can contact the intended college/university to check on transferring any Penn College credits.
- ◇ **An "F" or "W" in a Penn College Dual Enrollment course is an "F" or "W" on an official college transcript**, which can affect a student's postsecondary GPA and their ability to get financial aid once enrolled in college after high school.

Pennsylvania College of Technology takes academic dishonesty very seriously. See below for an explanation of some key terms, according to Penn College policy, which apply to all Penn College Dual Enrollment students.

- ♦ **Academic Dishonesty:** deceptive behavior or actions with regard to data, records, submitted works, exams, or other materials related to participation in a course or other academic exercise; these actions include, but are not limited to, cheating, plagiarism, multiple submissions, misrepresentation of academic records, falsification of any course related documents, facilitation of academic dishonesty by others, unfair advantage, violation of known safety requirements, and ethical misconduct.
- ♦ **Cheating:** using or attempting to use unauthorized assistance (e.g., asking someone for an answer during a test, copying answers from another student's test, etc.), using unauthorized study aids during an exam (e.g., "cheat sheets" or books/notes), or submitting the work of another as one's own.
- ♦ **Plagiarism:** using the idea, data, or language of another without specific or proper acknowledgment.
- ♦ **Multiple submission:** submitting (or attempting to submit), without prior permission of the current faculty member, any work previously submitted to fulfill another academic requirement (e.g., paper or project submitted for another course).
- ♦ Upon admission to Penn College Dual Enrollment, students make the unqualified commitment to responsible, ethical academic conduct. Academic dishonesty, as defined above, is contrary to the mission of the College and to the best interest of its members. Therefore, **students are expected to represent themselves, their work, and the work of others with honesty and integrity.**
- ♦ Charges of academic dishonesty will be taken seriously. **Students found guilty of academic dishonesty will be subject to action and penalties as the circumstances justify, including suspension or expulsion from Penn College Dual Enrollment and the College.**

PLEASE NOTE: Penn College's policy on Academic Dishonesty will be followed.

Students will receive a Penn College ID number, username, and password for use of our Student Information System (SIS) and online resources. With that access comes responsibility to use those resources properly and for their intended purpose. The Pennsylvania College of Technology Acceptable Use Policy states, in part, that students may not:

- ♦ Give or publish a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or email account, database, or any other College IT resource.
- ♦ Use any College IT resource for commercial, political, or illegal purposes; personal financial gain; or harassment of any kind.
- ♦ Display obscene, lewd, or otherwise offensive images or text.
- ♦ Gain access by using another person's name, password, access codes, or personal identification.
- ♦ Attempt (even if unsuccessful) to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes.

Change NOTE: Consequences will follow College procedures, up to and including **termination from the Penn College Dual Enrollment program**, effective immediately, **will be subject to grades of "F" or "W"** (withdrawal) on their Pennsylvania College of Technology transcripts, and may be prohibited from enrolling in subsequent years.

To view the full Information Technology Acceptable Use Policy, visit pct.edu/acceptable-use.

COURSE DROPS/ WITHDRAWALS

A **“W”** in a Penn College Dual Enrollment course is a **“W”** on an official college transcript, and that can affect a student’s postsecondary GPA and potentially the ability to qualify for financial aid once enrolled in college.

- ◇ Withdrawal/Drop form is accessible at pct.edu/dual-enrollment under “Secondary Partner Resources.” Below are drop/withdraw deadlines:
 - ◇ **Drop without a “W”:** A student may drop a class without a “W” grade. The course will not be recorded on the transcript.
 - ◇ **Drop with a “W”:** A student may drop a class with a “W” grade. The “W” is recorded on the official transcript.
 - ◇ **No Dropping Allowed:** Students may no longer drop or withdraw, and the final course grade will be recorded on the transcript.
- ◇ If a student moves away from the district/CTC while taking a Penn College Dual Enrollment class, regardless of deadlines, they will be dropped from the course without penalty.
 - ◇ It will not appear on an official Penn College transcript.
 - ◇ Drop/Withdraw Form is required to verify change, even if student/guardian is not available to sign.

Instances of certain student behavior warrant immediate termination from the Penn College Dual Enrollment program, and Pennsylvania College of Technology reserves the right to remove students from the program in the following situations:

- ◇ Excessive absences, even due to medically excused issues
- ◇ Failure to demonstrate safe practices
- ◇ Academic dishonesty, disciplinary issues, and/or other inappropriate student conduct
- ◇ Improper use of Penn College technology and/or other resources

DISCIPLINARY WITHDRAWAL

FOR STUDENTS: Accessing Penn College Dual Enrollment grade(s)

- 1 Go to the Student Information System (SIS) and log in.
If you have misplaced your user name and/or password, please call the IT Service Desk at **570.329.4848** (M–F, 8 a.m.–4:30 p.m.; closes summer Fridays at 1 p.m.) for assistance.
- 2 On the left side of the page, click on **Academic Information**, and then **View Grades**.
- 3 Choose the appropriate semester and submit.

FOR STUDENTS: Requesting Pennsylvania College of Technology transcript

- 1 Go to the Student Information System (SIS) and log in.
If you have misplaced your user name and/or password, please call the IT Service Desk at **570.329.4848** (M–F, 8 a.m.–4:30 p.m.; closes summer Fridays at 1 p.m.) for assistance.
- 2 On the left hand side of the page, click on **Academic Information**, and then **Request Transcripts**.
- 3 Fill out all information and submit.

PLEASE NOTE:

All transcript requests must come from the student. We will not release transcripts to parents or third parties without permission, except in the case of subpoena or law enforcement directive.

Telephone requests are not accepted.

All grade holds must be cleared from your record before transcripts will be released.

The Pennsylvania College of Technology has appointed Parchment, LLC as the designated agent for processing and sending official transcripts. If you are uncomfortable placing an order over the internet, you can call Parchment, LLC at 847.716.3005 to place your transcript order. Please be advised that there is an additional operator surcharge for placing orders over the phone.

**PENNSYLVANIA
COLLEGE OF
TECHNOLOGY**

**MICHAEL J. HUDOCK, SR.
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College of Technology**
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Penn College operates on a nondiscriminatory basis.